

# WORKERS COMPENSATION CODES & INSTRUCTIONS FOR HUMAN RESOURCES SABHRS QUERY



## Workers Compensation SABHRS Payroll Reporting Codes.

The workers compensation codes below are for employees who have been injured at work. The codes are to be used when entering your work hours on your timesheet. The codes include employees who are FMLA-eligible as a result of a work-related injury.

All injuries at work must be reported to your supervisor and a First Report of Injury (F.R.O.I) form completed with your supervisor. To find out more about reporting and injury please visit our website. [Workers Compensation Management Bureau](#)

To find out more about the workers compensation codes, please contact your Human Resource Department or email Lance Zanto the Workers Compensation Bureau Chief.

<mailto:lzanto2@mt.gov>

<b><u>CODE:</u></b>	<b><u>WHEN TO USE CODE:</u></b>
<b>LWOPW</b> – Leave Without Pay Work Comp	Used when an employee is off work and not receiving wages due to a work-related injury/disease.
<b>LDWC</b> – Light Duty Work Comp	Used when an employee is working temporary light duty (work restrictions) due to a work-related injury/disease.
<b>SLWC</b> – Sick Leave Work Comp	Used when an employee is using sick leave while off work due to a work-related injury/disease.
<b>HWC</b> – Holiday Work Comp	Used when an employee is being paid regular wages while working temporary light duty (work restrictions) surrounding a holiday.
<i>Used Less frequently</i>	
<b>TDWC</b> – Transitional Duty Work Comp	Used when the employing agency cannot accommodate work restrictions and the employee is temporarily working for another agency.
<b>VLWC</b> – Vacation Leave Work Comp	Used when an employee is using vacation time while also receiving wage loss compensation benefits.
<b>NEWC</b> - Nonexempt Comp Taken Work Comp	Used when a nonexempt employee is using comp time while receiving wage loss compensation benefits.
<b>ECWC</b> – Exempt Comp Taken Work Comp	Used when an exempt employee is using comp time while receiving wage loss compensation benefits.

If an employee becomes FMLA-eligible as a result of a work-related injury, the following FMLA codes are available for use.

### **FMLA-Workers Compensation SABHRS Payroll Reporting Codes**

<b>CODE:</b>	<b>WHEN TO USE CODE:</b>
<b>FWBK</b> - FMLA/WC Holiday Bank	Used when an employee is using banked holiday while off work beyond 4 days due to a work-related injury/disease.
<b>FWBKN</b> - FMLA/WC Holiday Bank NG	Used when an employee is using non-grandfathered banked holiday while off work beyond 4 days due to a work-related injury/disease.
<b>FWHOL</b> - FMLA/WC Holiday	Used when an employee is out continuously on FMLA while working temporary light duty (work restrictions) surrounding a holiday.
<b>FWLWP</b> - FMLA/WC LWOP	Used when an employee is off work beyond 4 days and not receiving wages due to a work-related injury/disease.
<b>FWECT</b> - FMLA/WC Exempt Comp	Used when an exempt employee is using comp time while receiving wage loss compensation benefits beyond 4 days.
<b>FWNCT</b> - FMLA/WC Nonexempt Comp	Used when a nonexempt employee is using comp time while receiving wage loss compensation benefits beyond 4 days.
<b>FWSLT</b> - FMLA/WC Sick Leave	Used when an employee is using sick leave while off work beyond 4 days due to a work-related injury/disease.
<b>FWVLT</b> - FMLA/WC Vacation Leave	Used when an employee is using vacation time while also receiving wage loss compensation benefits beyond 4 days.

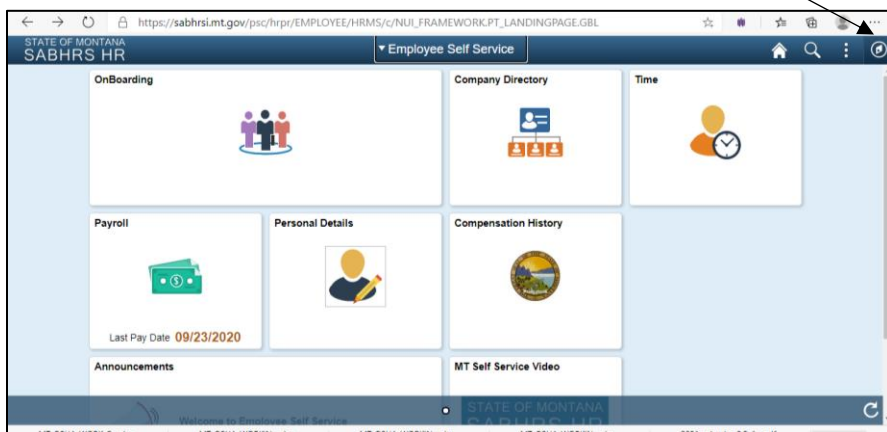
## SABHRS QUERY for OSHA REPORTING:

Select	Query Name	Descr
<input type="checkbox"/>	MT_OSHA_WORKING_HRS_N	hours worked for osha
<input type="checkbox"/>	MT_OSHA_WORK_COMP_HRS_N	HRS WRKD IN WC TRCS

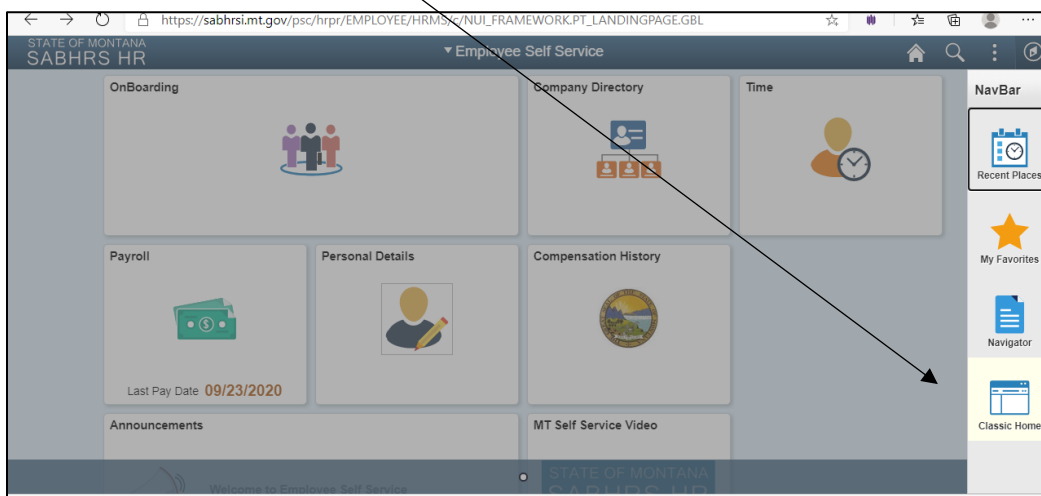
Both can be run for a specified time period and department. The TRC query can also be run for a specific employee.

### Instruction for running the queries.

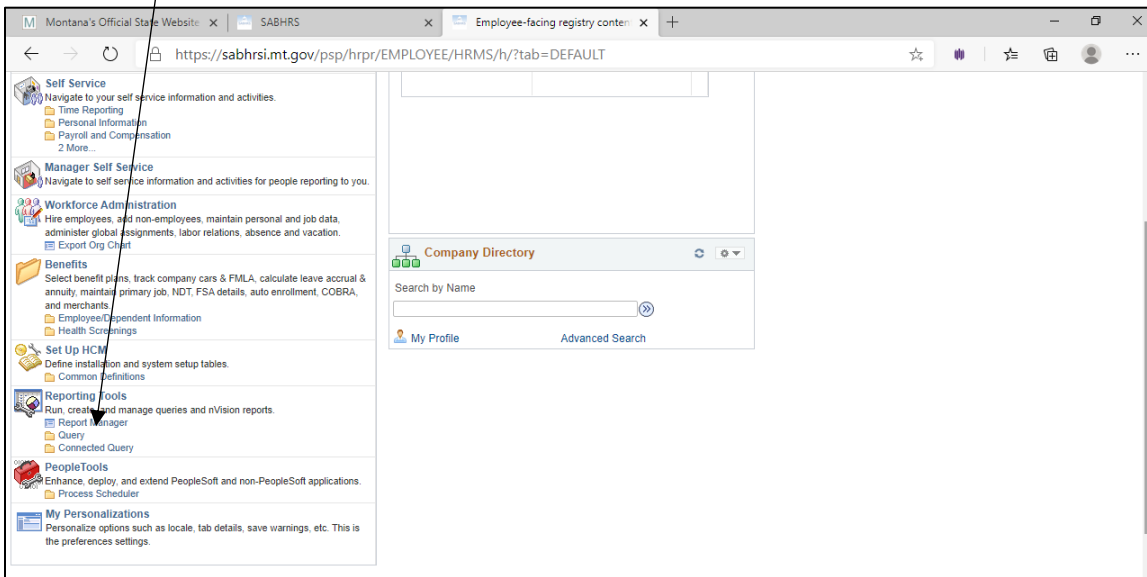
1. Go into SABHRS. [SABHRS](#)
2. Click on the Nav Icon.



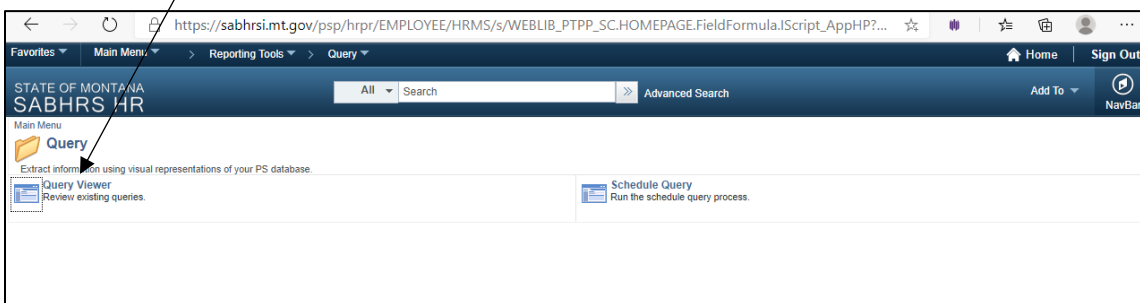
3. Click on the Classic Home Button.



4. Scroll down and click on query.



5. Click on query viewer.



6. Enter the name of the query you want to run.

7. Press the search button.

8. The query should show below.

The screenshot shows the 'Query Viewer' page in the SABHRS HR system. The search criteria are set to 'Query Name' and 'begins with' 'MT\_OSHA\_WORK\_COMP\_HRS\_N'. The 'Search' button is highlighted with a green box. Below the search results, a table lists the query details.

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References
MT_OSHA_WORK_COMP_HRS_N	HRS WRKD IN WC TRCS	Public	AGENCY PAYROLL	<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">XML</a>	<a href="#">Schedule</a>	<a href="#">Lookup References</a>

7. Click on excel in the run to excel box.

This screenshot is identical to the one above, but with an arrow pointing to the 'Excel' link in the 'Run to Excel' column of the search results table.

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References
MT_OSHA_WORK_COMP_HRS_N	HRS WRKD IN WC TRCS	Public	AGENCY PAYROLL	<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">XML</a>	<a href="#">Schedule</a>	<a href="#">Lookup References</a>

8. Enter the date range you want the show in the excel sheet.

9. Enter your agencies code.

10. Click on view results.

Montana's Official State Website x SABHRS x Query Viewer x Query x

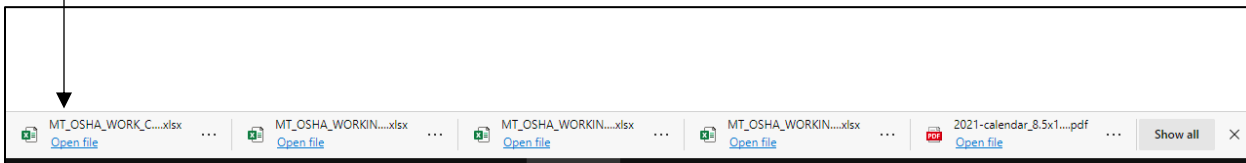
https://sabhrs.mt.gov/psc/hrpr\_22/EMPLOYEE/HRMS/q/?ICAction=ICQryNameExcelURL=PUBLIC.MT\_OSHA\_W...

MT\_OSHA\_WORK\_COMP\_HRS\_N - HRS WRKED IN WC TRCS

From Date    
End Date    
ID   
Dept ID

Row	Name	ID	Empl Record	Dept ID	Position_title	TRC	Rpt Dt	Sum Quantity	Location	Descr
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11. The excel sheet should appear at the bottom of the page. Click on open file.



If you are having problems with running the query, please contact your HR Manager.